

ADMINISTRATIVE - INTERNAL USE ONLY

PRINTING AND PHOTOGRAPHY DIVISION
WEEKLY REPORT FOR PERIOD ENDING
10 May - 16 May 1984I. Items or Events of Major Interest that have Occurred During the Preceding Week

A. ADP Activities: The new NOMAD-based MIS is complete and has been tested by the development team. Installation of the Delta Data terminals is scheduled to begin the first week of June. P&PD training is scheduled for 29-30 May.

B. Digital Prepress Activities: A new requirements document for an Automated Page Makeup System has been completed and distributed to P&PD management. The Digital Prepress Task Group will meet with P&PD management on 24 May to discuss the requirements and system acquisition plans.

C. ETECS Renovations: The air handler was moved on Saturday, 12 May. When the electrical power was disconnected by a Headquarter's Engineering Branch representative, it was discovered that several wires were burned, indicating that there had been at least one fire in the power box. The damaged wires were replaced, and a work order will be submitted to rewire the entire unit.

D. Copier Management Activities: Copier Management Program (CMP) representatives have arranged to have a Xerox 9900 installed in the P&PD Bindery and Reproduction Center (B&RC) during the week of 21 May for a 60-day test evaluation. In return, Xerox will provide warehouse storage for P&PD's 9500. During the test period, there will be no charge for the 9900; but P&PD will pay the minimum monthly charge on the 9500.

E. Waste Paper Disposal: P&PD representatives journeyed to the Review and Herald Publishing Association printing plant in Hagerstown, Maryland on 10 May to look at their Ohio Blow Pike Company (OBP) system. OBP is one of the three vendors P&PD has been evaluating. The system has been virtually trouble-free since installation about two years ago. The system is impressive, but it was obvious that it takes up considerable space.

II. Significant Events Anticipated During the Coming Week

A. Presidential Ground Breaking Ceremonies: P&PD Photography Branch has been tasked to videotape the entire ceremony, as well as providing still photography coverage. A meeting is scheduled for 17 May with Agency and White House personnel to resolve planning and responsibilities.

In addition, the Design and Presentations Center has been notified

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by the Protocol Branch, Deputy for Special Programs, Office of Personnel (DSP/OP) of a requirement for the design and printing of 6000 color programs for the event.

B. DDS&T Recruitment Brochure: Five thousand (5,000) copies of a DDS&T recruitment brochure are scheduled to be produced during the coming week. Printing will be on a high gloss paper with specially formulated ink producing a solid front and back cover overlaid with varnish.

C. Agency Recruitment Brochure: Office of Personnel (OP) has requested that P&PD design and produce a video production for use by OP field representatives this Fall.

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